

**Data Elements for Student Record Collection 2005-2006**

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Please note: The State Testing Identifier is the FIRST element.

Position on File Layout	Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	SPR	EOY	SUM	EIMS
2	State Testing Identifier	Unique Testing Identifier provided by EIMS	N	10		One record per student per school except where noted in Note #2; duplicate records within a school will be rejected.	X	X	X	X	X
3	Unique Local Student Identifier	Locally assigned code that uniquely identifies a student within the division. Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.  NOTE: This field will be discontinued in school year 2009-2010.	A/N	12	Unique identifier for each student within a division						X
4	Responsible Division Number	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	N	3	List of Virginia education agency numbers	Must be a valid educational agency; must be numeric. If the Responsible Division and Serving Division are not the same AND the Responsible Division is the Reporting Division AND the Serving Division is less than or equal to 219, then the record can not be reported by the Responsible Division. Separate out contractals for March 31 and EOY	X	X	X	X	X
5	Responsible School Number	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	N	4	List of Virginia school numbers by division	Must be a valid institution within the ed-agency; must be numeric.	X	X	X	X	X
6	Serving Division Code	Three-digit state-assigned Division number that identifies the division or agency that provides services to the student.	N	3	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency; must be numeric. Separate out contractals for March 31 and EOY	X	X	X	X	X
7	Serving School/Center Code	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.	N	4	Valid school code from list of Virginia school numbers by division	Must be a valid institution within the ed-agency, region, or private; must be numeric.	X	X	X	X	X
8	Active Status Code	A code that identifies the active status of a student as of the date of this snapshot (10/1, 3/31, or EOY=6/1/2003). An inactive student was enrolled at some point during this school year, but not as of this snapshot. A record with an Active Status Code of N will not have any days of membership during the current school year. Use for Summer Dropouts, Graduates who finished high school at a college and for correcting W8s and W9s on the Fall report. An N code does not require an Entry Date or Entry Code.	A	1	A=Active; I=Inactive; N=Not Enrolled (use only when there is no Entry Code or Entry Date - when the record will not have any days of membership)	Must be A, I, or N; If code is A and Exit/Withdrawal Date is prior to "as of date,"(as of date refers to the snapshot date) record will be rejected.	X	X	X		X

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9	Entry Code	A code that indicates the process by which the student first entered the school during a given school year.	A/N	2 or 4	List of entry codes	All records must have a valid short or long entry code; entry code reflects the first entrance into this school. (A Max Length of 4 will be accepted if optional codes are used.)	X	X	X		X
10	Entry Date	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)	Date	10	mm/dd/yyyy format (including slashes)	Valid date; must be a date within the current school year and must be prior to exit/withdrawal date if exit not blank.	X	X	X		X
11	Exit/Withdrawal Code	A code that indicates the circumstances under which the student last exited from membership in the school.	A/N	2 or 4	List of exit/withdrawal codes	Inactive students must have a valid withdrawal code and date. Must be a valid short or long withdrawal code. (A Max Length of 4 will be accepted if optional codes are used.)	X	X	X		X
12	Exit/Withdrawal Date	Date associated with Exit/Withdrawal code that represents the day after the pupil's last day of attendance for the school year that is being reported. This date is not counted when determining days present and days membership.	Date	10	mm/dd/yyyy format (including slashes)	Valid date; must be a date within the current school year; must be after entry date.	X	X	X		X
13	Racial/Ethnic Code	A code that identifies the racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.	N	2	00=unspecified; 01=American Indian; 02=Asian; 03=Black; 04=Hispanic; 05=White; 06=Native Hawaiian (optional)	Must have a valid race/ethnicity code; must be numeric.	X	X	X	X	X
14	Gender Code	A code that identifies the student's gender.	A	1	M=Male; F=Female	Must have a valid gender code.	X	X	X	X	X
15	Birth date	The month, day, and year on which an individual was born.	Date	10	mm/dd/yyyy format (including slashes)	Error - Birth date is after current date; date is outside range for school ages 2-19 (reg. ed) or 0-22 (spec. ed) or 2-22 (LEP)	X	X	X	X	X
16	Grade Level Code	A code that identifies the grade level at which a student receives services in a school or an educational institution during a given academic session.	A/N	2	JK, PK, KA, KP, KG, T1, 01 thru 12, PG, TT (Use TT for Test Takers, former students who return for SOL testing only)	Must be a valid ACTIVE grade code; must be within the low/high grade range reported for the school; must be character.	X	X	X	X	X
17	Kindergarten Half-Day Flag	A flag that identifies whether a kindergarten student attends a half-day session.	A	1	N=No, student does not attend half-day KG; Y=Yes, student attends half-day KG;	Must be Y or N; grade level code must be JK, KA, KP, KG, T1	X	X			

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18	Primary Disability Code	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP).	N	3	blank (student does not have a disability) or valid numeric disability code	Must be blank or a valid numeric disability code  Required if Serving Division Code = 600	X	X	X	X	X
19	Spec Ed Weekly Time %	The total percentage of time that the student spends each week with a special education teacher. (This percentage would be the sum of the primary, secondary, and tertiary percentages if the student has more than one disability.)	N	3		Must be valid number 1 - 100 Required only if student has a disability code that is not 504 and Grade Level Code = KA, KP, KG, T1, 01, 02, or 03; Must be blank if no disability code or 504	X				
20	Disadvantaged Status Flag	A flag that identifies a student as economically disadvantaged if the student: 1) is eligible for Free/Reduced Lunch, (At any point during the school year) 2) receives TANF, or 3) is eligible for Medicaid.	A	1	N=No, student is NOT Disadvantaged; Y=Yes, student is Disadvantaged	Must be Y or N Must be Y if Migrant Status Flag is Y Must be Y if Homeless Status Flag is Y	X	X	X	X	X
21	LEP Status Code	A code that identifies the proficiency status of a student with Limited English Proficiency  as of October 1st (or the date the student was originally found eligible for services if it was after October 1 of the current school year)	N	1	blank; 1=LEP and Receiving Services 2=LEP and on Monitor Status-1st year; 3=LEP and on Monitor Status-2nd year; 4=Identified as LEP, but not receiving services 5=First Year Post-Monitor Status (FLEP1) 6=Second Year Post-Monitor Status (FLEP2)		X	X	X	X	X
22	LEP Proficiency Code	A code that identifies the proficiency level of a student with Limited English Proficiency  as of October 1st or the date the student was originally found eligible for services	N	1	blank; 1=Proficiency Level 1; 2=Proficiency Level 2; 3=Proficiency Level 3; 4=Proficiency Level 4	Required when LEP Status Code is 1 or 4	X	X	X	X	X
23	Country of Birth Code	A code that identifies the name of the country in which the student was born. Leave blank if student was born in U.S.	N	4	Blank or select from list of country codes	Blank or a valid numeric country code	X				
24	Home Language Code	A code that identifies the language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.	N	4	Blank or select from list of language codes	Blank or valid language codes. If Home Language Code = 400 (English) then error.	X				
25	Immigrant Status Flag	A flag that identifies whether the student is classified as an "immigrant." Include foreign exchange students if parameters of the definition met.	A	1	N=No, student is not identified as an immigrant; Y=Yes, student is identified as an immigrant	Must be Y or N; if Y, student's country of birth cannot be blank; Alert if country code is not blank and grade is JK, KG, KA, KP, T1, 01, 02	X				

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Position on File Layout	Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	SPR	E O Y	S U M	E I M S
26	Refugee Flag	A flag that identifies an individual who is outside his/her country and is unable or unwilling to return to that country because of a well-founded fear that she/he will be persecuted because of race, religion, nationality, political opinion, or membership in a particular social group. This does not include persons displaced by natural disasters or persons who, although displaced, have not crossed an international border or persons commonly known as "economic migrants," whose primary reason for flight has been a desire for personal betterment rather than persecution. (self identification is acceptable)	A	1	N=No, student is not identified as a refugee; Y=Yes, student is identified as a refugee	Must be Y or N.	X				
27	Migrant Status Flag	A flag that identifies whether the student is identified as migrant AND has a certificate of eligibility. See your local Migrant Education coordinator for local application of this program.  At any point during the school year	A	1	N=No, student is not identified as Migrant; Y=Yes, student is identified as Migrant	Must be Y or N	X	X	X	X	X
28	Homeless Status Flag	A flag that identifies whether the student is identified as "Homeless."  At any point during the school year	A	1	N=No, student is not identified as Homeless at any time throughout the year; Y=Yes, student is identified as Homeless at any time throughout the year;	Must be Y or N	X	X	X	X	
29	Neglected/ Delinquent Status Flag	A flag that identifies whether the student is classified as Neglected or Delinquent	A	1	N=No, student is not identified as Neglected/Delinquent; Y=Yes, student is identified as Neglected/Delinquent	Must be Y or N	X				

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30	Gifted Code	A code that identifies the area of giftedness for a student placed in a gifted program or that the student was referred to and found eligible for the gifted program.	A	4	1=General Intellectual Aptitude only 2=Specific Academic Aptitude only 3=Visual/Performing Arts only 4=Tech/Prac Arts only 12=General Intellectual and Specific Academic Aptitude 13=General Intellectual and Visual/Performing Arts 14=General Intellectual and Tech/Prac Arts 23=Specific Academic and Visual/Performing Arts 24=Specific Academic and Tech/Prac Arts 34=Visual/Performing and Tech/Prac Arts 123=General Intellectual, Specific Academic and Visual/Performing Arts 124=General Intellectual, Specific Academic and Tech/Prac Arts 234=Specific Academic, Visual/Performing and Tech/Prac Arts 1234=General Intellectual, Specific Academic, Visual/Performing and Tech/Prac Arts	Blank or valid gifted code.		X			
31	Gifted Referral Flag	A flag that identifies any student who was referred to the Gifted Program between April 1 and March 31.	A	1	N=No the student was not referred to the gifted program between April 1 and March 31; Y=Yes, the student was referred to the gifted program between April 1 and March 31	Must be Y or N		X			
32	Title I Code	Code that indicates type of program funded by Title I if the student attends a Target Assisted school, i.e. reading, math, reading and math.	N	2	blank; 01=Reading; 02=Math; 03=Reading and Math; 04= Math and Health; 05= Reading and Health; 06=Math, Reading and Health; 07=Math and Support Services; 08=Reading and Support Services; 09=Math, Reading and Support Services; 10=Math, Reading, Support Services and Health	Complete for all Title I Targeted Assistance Schools. Must be valid code or blank.	X	X	X		X
33	GED Program Code	A code that indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program.	N	1	blank; 1=GED; 2=ISAEP; 3=GAD	Must be at least 16 years old to work towards a GED. Check against birth date.	X	X	X	X	

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Position on File Layout	Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	SPR	E O Y	S U M	E I M S
34	International Baccalaureate Program Flag	Code that indicates student is enrolled in the International Baccalaureate Program and working toward an IB diploma	A	1	N=No, student is not in IB program; Y=Yes, student is in IB program	Must be Y or N. If Y, then the serving school must be have a focus area of IB. See your School and Staff data collection contact person for more details.			X	X	
35	Graduate /Other Completer Code	Code that identifies the type of graduation diploma or completion document that the student received	N	2	1=Standard Diploma 2=Advanced Studies Diploma 3=Special Diploma 4=Certificate of Program Completion 5=GED 6=IB Diploma 7=Modified Standard Diploma 8=GED as a part of an ISAEP 9=General Achievement Diploma 10=No award in this school year - school-age student whose IEP allows for multiple years in grade 12 11=No award in this school year - foreign exchange, part-time private, or part-time home school student	Required if grade level code is 12 and retention=N; alert if grade is not 12 or 11. If code = 6, then IB flag must = Y. If code = 5, then GED Program Code must = 1. If code=8, then GED Program Code must = 2. If code = 9, then GED Program Code must = 3. If student receives GED, ISAEP or GAD, age must be at least 16. If Graduate/Other Completer Code =3, 7, or 10 then Primary Disability Code can not be blank or 15. If Graduate/Other Completer Code = 10 or 11, then Grade Code must be 12.			X	X	
36	Graduate Plan Code	Code that identifies the post-graduate plans of the student	N	2	List of graduate plan codes.	Required if Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, 8, or 9;  Must be blank if Graduate/Other Completer Code is 10 or 11;  warning if grade is not 12 or 11.  Must be valid plan code			X	X	
37	Advanced Placement Code	Code to identify that student is enrolled in one or more Advanced Placement courses and/or student has taken the Advanced Placement test. (Indicator to identify the percent of students who took an AP test)	N	1	blank; 1=enrolled in AP class; 2=enrolled in AP and took AP exam; 3=took AP exam	Blank or must be a valid advanced placement code. Alert - Grade code is not 09, 10, 11, or 12.			X		
38	Dual Enrollment Flag	Code to identify that student has taken one or more courses for college credit for school year being reported	A	1	N=No, student is not taking courses for college credit; Y=Yes, student is taking one or more courses for college credit	Must be Y or N. Alert - if Y and grade level is not 09, 10, 11, or 12.			X		

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39	CTE Finisher Code	State assigned code used to identify if the student has participated in any CTE classes or programs	N	1	1 = finished CTE requirements for completion 2 = finished CTE requirements for completion of a Tech Prep program 3 = took at least one state-approved CTE course since 7th grade but has not finished CTE requirements for completion 4 = has not taken any state-approved CTE courses since 7th grade	Must be NULL if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5 or 6  Required if grade is 7, 8, 9, 10, 11, or 12  Required if CTE Career Family Code is NOT NULL  Required if CTE Special Populations Code is NOT NULL			X	X	
40	CTE Career Family Code	Code used to identify the career family of the state-approved CTE course that any student has taken at anytime in this school year. If the student has taken more than one course which fall into different families, choose the family that most closely aligns with that student's career interests. See your local CTE Administrator for local application of this rule.  (This element and the CTE Special Populations Code will replace the CTERS 2 report in 2005-2006.)	A	4	blank; List of state-assigned CTE Career Family Codes	Must be NULL if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5 or 6			X		
41	CTE Special Populations Code	Code used to identify the CTE special populations of the student that are not already collected in other elements. See your local CTE for Administrator assistance.  (This element and the CTE Career Family Code will replace the CTERS 2 report in 2005-2006.)	N	3	blank; List of state-assigned CTE Special Population Codes	Must be NULL if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5 or 6			X		
42	Dropout Reason Code	Code associated with W8s to identify reason that student dropped out of school	N	2	Blank or valid dropout code.	Required for all W8s. Required if Summer Dropout = Y. Must be a valid dropout code.			X		
43	Summer Dropout Flag	Flag to identify that a student is a summer dropout. Student was in membership the last day of school the previous year but did not return during the current year by Oct. 1.	A	1	N=No, student is not a summer dropout; Y=Yes, student is a summer dropout				X		
44	Aggregate Days Present	Cumulative number of days a student has been present in the school from the beginning of the current school year to the time of snapshot	N	3		Attendance cannot be greater than days school was in session: 169-190 (EOY) or 120-140 (3/31). Alert if Number of days school has been in session is not complete on the Miscellaneous Web Data Collection  If Active Status Code is N, then Aggregate Days Present must be zero		X	X		

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45	Aggregate Days Absent	Cumulative number of days a student has been absent from the school from the beginning of the current school year to the time of snapshot (days absent + days present = days in membership)	N	3		Attendance cannot be greater than days school was in session: 169-190 (EOY) or 120-140 (3/31). Alert if Number of days school has been in session is not complete on the Miscellaneous Web Data Collection		X	X		
46	Retention Flag	Flag to identify that a student was retained in the same grade (status at the end of the school year)	A	1	N=No, student was NOT retained; Y=Yes, student was retained	Must be Y or N.  If Graduate/Other Completer Code is not null, then Retention Flag must be N.			X		
47	Truancy Conference Flag	Flag to identify that a truancy conference was held with the student's parent after the student had accumulated six absences during the school year without indication of the parent's or guardian's awareness and support of such absence.	A	1	N=No conferences held; Y=at least one conference held	Must be Y or N			X		
48	Tuition Paid Code	Code to indicate tuition is paid/received for this student	N	2	blank; 02=Paid tuition to State Supported institution; 03=Paid tuition to private institution; 04=Paid tuition to regional center; 05=Received tuition from another LEA; 07=Served through CSA 09=Tuition received from an Inter-State Compact Placement agreement 10=Tuition received from Contiguous Out-of-State Students: with reciprocal attendance privileges 11=Tuition Received from Contiguous Out-of-State Students: without reciprocal attendance privileges 12=Tuition received from a Non-Contiguous State or Territory outside of the United States 15=Paid to a School Division Outside of the Commonwealth of Virginia 16=Tuition waved; student served through Public School Choice agreement	blank or valid code  If not blank, Responsible Division cannot equal Serving Division.	X	X	X	X	



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49	Non-public student FTE	FTE membership for a part-time student who is attending school to take one (.25) or two (.5) courses. (Includes home-schooled and private school students)	N	2	blank; 10 = student takes a course NOT approved for SOQ reimbursement 25 = student takes 1 course approved for SOQ reimbursement 50 = student takes 2 or more courses approved for SOQ reimbursement  These are reported as implied decimals without the decimal point.	Must be 10, 25, 50, or blank on file.	X	X	X		
50	First Year in Ninth Grade Code	Students entering ninth grade for the first time this school year.  Please note: This field will be discontinued in the 2008-2009 school year.	N	1	blank; 1 = first year in 9th grade -- never retained nor repeated the 9th grade in another Virginia public school in a previous school year 2 = first year in 9th grade in this school BUT retained or repeated the 9th grade in another Virginia LEA in a previous school year 3 = first year in 9th grade in this school BUT retained or repeated the 9th grade in another school in this division in a previous school year 4 = retained or repeated the 9th grade in this school in a previous school year	Required if Grade Level Code is 9.  If Grade Level Code is not 9, must be blank.  Must be a state-assigned code			X		
51	Kindergarten Readiness Assessment Flag	A flag that identifies whether a kindergarten student who turns 5 between October 1 and December 31st was administered a readiness assessment PRIOR to the student's first day of kindergarten	A	1	N=No, student was NOT given a kindergarten readiness assessment Y=Yes, student was given a kindergarten readiness assessment	Must be Y or N;  If Y, the student must turn 5 between October 1 and December 31 AND Grade Level Code = KA, KP or KG.	X	X	X		
52	NAEP Homeroom Identifier	Identifies the student's homeroom by number, teacher's name or other school assigned identifier. This field is only used for NAEP testing so is optional for all grades. It is strongly recommended for students in grade 4 because NAEP uses this information to sort the testing materials.	A/N	10			X				

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53	School Choice Status Code	A state-assigned code that indicates the student's eligibility and election to participate in School Choice when the Responsible School is in School Improvement Status under the No Child Left Behind Act of 2001.	N	1	blank; 1=Applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I; 2=Applied to transfer, AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I 3=Applied to transfer, AND actually transferred from the Responsible School to the Serving School under 1116 of Title I	The Responsible School must be in NCLB sanctions  The Responsible School must be Title I School Wide or Targeted Assisted  If School Choice Status Code = 3, then Responsible School <> Serving School	X	X	X		
54	Supplemental Education Services Status Code	A state-assigned code that indicates the student's eligibility and election to participate in Supplemental Education Services when the school is in at least Year 2 School Improvement Status under the No Child Left Behind Act of 2001. Any student who meets the criterion the division chose in their Title I application is eligible for SES.  At any point between the first day of school and the as of date	N	1	blank; 1=student is eligible for Supplemental Education Services under 1116 of Title I BUT did not apply to receive services; 2=student is eligible AND applied to receive Supplemental Education Services under 1116 of Title I	The school must be in at least Year 2 School Improvement status under NCLB  The school must be Title I School Wide or Targeted Assisted  If the school is Targeted Assisted, then Title I Code can not be blank.  Supplemental Education Services Status Code must be blank if School Choice Status Code is not blank.	X	X	X		
55	Supplemental Education Services Provider Number English	A state-assigned number that identifies the Supplemental Educational Service Provider if the student is receiving services in English because the Serving School is in NCLB sanctions  At any point between the first day of school and the as of date	N	4	blank; List of Supplemental Education Service Providers	The Serving School must be in NCLB sanctions  The Serving School must be Title I School Wide or Targeted Assisted  SESP Number between 4000 and 4999  If the Supplemental Education Services Provider Number ENG is not blank then Supplemental Educational Services Status Code must be 2.					
56	Supplemental Education Services Provider Number Math	A state-assigned number that identifies the Supplemental Educational Service Provider if the student is receiving services in Math because the Serving School is in NCLB sanctions  At any point between the first day of school and the as of date	N	4	blank; List of Supplemental Education Service Providers	The Serving School must be in NCLB sanctions  The Serving School must be Title I School Wide or Targeted Assisted  SESP Number between 4000 and 4999  If the Supplemental Education Services Provider Number MATH is not blank then Supplemental Educational Services Status Code must be 2.					

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57	Early College Scholar Program Code	State assigned code used to identify students who are participating in the Governor's Early College Scholar Program. The Governor's Early College Scholars Program agreement must be signed by participating students, their parents/guardians, and the high school principal and school counselor.	N	1	1=Student has completed the Early College Scholar Program agreement 2=Student has earned the Governor's Early College Scholar certificate	Must be a valid code. If 2 then Graduate/Other Completer Code must be 2. Grade Level must be 9, 10, 11, 12 or TT if not blank.	X		X		
58	Distance Learning Flag	Flag used to identify students who have taken at least one distance learning course where the credit counts towards high school graduation.  For the 2005-2006 school year, the data in this field is optional for all students. Divisions are encouraged to provide as much data as possible.	A	1	N=No, student has not taken a distance learning course Y=Yes, student has taken at least one distance learning course	Must be Y or N. If Y, Grade Level must be 9, 10, 11, 12, or TT			X		
59	filler #1	For future use -- currently not defined									
60	filler #2	For future use -- currently not defined									
61	filler #3	For future use -- currently not defined									
62	filler #4	For future use -- currently not defined									
63	filler #5	For future use -- currently not defined									
64	filler #6	For future use -- currently not defined									
65	filler #7	For future use -- currently not defined									
66	filler #8	For future use -- currently not defined									
67	filler #9	For future use -- currently not defined									
68	filler #10	For future use -- currently not defined									
69	Student's First Name	Student's First Name	A	15		The Student's First Name cannot be blank.	X	X	X	X	X
70	Student's Middle Name	Student's Middle Name	A	15							
71	Student's Last Name	Student's Last Name	A	25		The Student's Last Name cannot be blank.	X	X	X	X	X

#### GOLDEN RULES

- Every student who depends on a public school division in Virginia for a free appropriate public education must be included in each student record collection. This includes all full-time and part-time students served in the division's schools as well as those the division has helped place in other public and private schools/centers regardless of how the placements are funded.
- One record per student per school per record collection EXCEPT when Grade Level Code, Kindergarten Half-Day Flag, GED Program Code, Tuition Paid Code, or Non-public student FTE changes while still attending the same school. In these cases, a student MAY have more than one record per school per record collection.
- If a student has more than one record, only one record can be Active.